



STATE
OF
GEORGIA

31-07
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 10 1972 83 MAR 10 1972	
2. Agency Application No.				4. Person to Contact Gene Moore	
3. AGENCY, Division, Subdivision & Administering Office Address Board of Corrections Public Information-Office of the Director Room 815 Trinity Washington Building Atlanta, Georgia 30334				5. Working Title Public Inf. Off. 6. File No. 655-3770	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1970-to present		9. EXACT SERIES TITLE PUBLIC INFORMATION, ^{Subject} FILE S			
10. What function performed resulted in creation of this series The function of this office to develop and execute a public relations concept designed to inform the people of correctional programs; write speeches and articles for the Director of Corrections; coordinate press relations; generally supervise all departmental publications, visual materials and other presentations; supervise internal communication activities; coordinate special projects for the Director of Corrections; coordinate Speaker's Bureau engagements; provide information services to members of the General Assembly, correctional personnel and the public; work with schools, clubs, volunteer organizations and others.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any The series consists of institutional files which contain correspondence with wardens, phone contacts, and personnel information. It contains special project files, short range project files, reports developed by research and development, information concerning investigations, logs which contain correspondence, speech bank, photographic files, and a tape file. These are filed alphabetically by section.					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		5	7.5	1	
Legal-size File Drawers				7	
				FLOOR SPACE OCCUPIED (Square Feet)	
				In Office(s)	
				In Storage Area(s)	
				By Annual Accumulation	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				50 N/A N/A N/A	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Only place the series exist in total
Is there a duplication of this series in another office or agency? ☐ ☒
15. Not in total
Is the information contained in this series ever summarized or published? ☒ ☐
16. Annual Report, magazines, books, etc.
Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☒ ☐
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Is the series affected by Federal or grant funds? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ ☐

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Sufficient number of years for departmental value

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

Hold in current files area 1 year, then transfer to Archives permanently.

ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE

26. <u>David Wright</u>	Recommendations Prepared by <u>David Wright</u>	Approved for Disposition Date <u>John Moore</u>	Records Management Officer Date <u>William H. Lowe</u>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <u>John Moore</u>	Date <u>2-16-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <u>Marcel Hart</u>	Date <u>3-9-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <u>John W. Johnston</u>	Date <u>3-10-72</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <u>Jimmy Carter</u>	Date <u>3-10-72</u>